**Name – Kathy Waite**

*Identify key questions you might use in your coaching conversation.*

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| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Type of Coaching Conversation * Directive/ Instructional * Collaborative * Facilitative/ Supportive | * Which type of Coaching Conversation is being planned?   Directive/Instructional |
| * Purpose of the Coaching Conversation | Plan to make up snow days missed this school year. |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | What days are available within the school year calendar that may be appropriate for make- up days?  Are there enough days within the calendar to still allow school to be finished before Memorial Day?  Will there be any other options if there are additional snow days yet this winter? |
| * *Reflective Questions* * The “what about the what” * Emotional | If scheduled break days and In-Service days are taken back for instructional days, what impact might this have on plans families have already made?  What impact will there be on plans staff have made? |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | What effect will this change have on the attitude of students and staff going from now until April with no break? |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | Share decision to take back 4 non- instructional days with board.  Notify staff of the change in the calendar.  Notify parents of the change in the calendar. |
| * *Based on the Decision, what are the responsibilities of the administrator?*   *This area will be completed after the conversation – to summarize the “next steps” of the administrator.* | Share information concerning the plan for making up snow days with staff.  Prepare letter for parents informing them of plan to make up snow days. |
| * *Based on the Decision, what are my responsibilities?*   *This area will be completed after the conversation – to summarize the “next steps” and responsibilities of the coach.* | Preparing the information for parents: Local paper; weekly school newsletter,  Teacher’s weekly newsletter. |
|  |  |

**Reflection on the Coaching Conversation**

**Name: Kathy Waite**

**Date: January 27, 2010**

**Type of Coaching Conversation: Directive/Supportive Collaborative Facilitative/Supportive**

**Reflect on the coaching conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself? The planning kept the conversation focused; provided a means to work through the issue quickly and efficiently.**

**What was most challenging for you during the conversation? Listening and allowing wait time for processing for myself and the other administrators. Most pleasing?**

**The effiency the questioning plan provided to get this issue taken care of.**

**What might be some things you would do differently/the same in your next conversation?**

**I would continue to plan out the questions for conversations so issues can be addressed effiently.**

**What techniques will you specifically address in your next coaching conversation?**

**Listening, allowing for wait time, continued use of open ended question.**